

A.D. 2.13, Employee Uniform, Personal Appearance and Identification  
Prepared for signature 9/5/97 - effective 10/1/97

1. Policy. The Department shall issue standard uniforms to designated employees. Each Department employee shall present a neat, clean and well groomed appearance while in the performance of duties and/or while wearing a uniform. Official identification shall be issued to Department employees.
2. Authority and Reference.
  - A. Connecticut General Statutes, Section 18-81.
  - B. Administrative Directives 2.16, Honor Guard and 7.4, Emergency Response Units.
3. Uniform Dress Code. Each employee shall present a neat, clean and well groomed appearance at all times during the performance of duties and/or while in uniform. Clothes shall be kept clean and neat. Footwear shall be clean, non-tattered and laced as appropriate. Direct contact personnel shall carry a Universal Precaution Pouch. No personal equipment, e.g., phones, beepers, etc., other than state issued items shall be carried or worn by staff while on duty. Union presidents and one (1) designated union duty officer per local, shall be allowed to wear a beeper for union business purposes.
  - A. Non-Uniformed Personnel. Attire for non-uniformed personnel shall be in keeping with safety and security concerns. The wearing of provocative, suggestive or exercise attire, shorts, tee shirts, ragged or torn clothing, rubber shower/beach tongs shall not be permitted. Exceptions shall be allowed by the Unit Administrator as it applies to a specific job classification or in order to perform specific duties. A non-uniformed employee assigned to an administrative office shall wear professional attire, except as authorized by a Unit Administrator or higher authority.
  - B. Uniformed Personnel. The Department of Correction shall provide uniforms in accordance with Attachment A, Uniform Specification and Allotment. Uniform items which require dry cleaning shall be maintained by the Department through a designated vendor. A limit of three (3) pairs of uniform pants per week and one (1) Department issued winter coat per year, shall be maintained by the Department. Uniforms shall only be worn as provided in this Directive. No portion of a uniform shall be worn with any other clothing not authorized herein. Uniforms shall not be worn while off duty except as necessary to travel to and from the employee's work site, fulfill family responsibilities, or while volunteering and officially representing the Department of Correction. The consumption of alcohol while in uniform is strictly prohibited.
    1. Uniform Appearance. Upon reporting for duty, uniforms as per Attachment A shall be clean and neat. Shoes shall have a clean and unscuffed appearance.
    2. Custody Officer Uniform. Standards and guidelines for uniformed security personnel shall be as follows:
      - a. Class A uniforms shall be worn at any departmental function or ceremony or upon the direction of a

custody supervisor or higher authority. The Class B uniform shall be worn at all other times while on duty.

- b. A Class A shirt shall have a light blue Department shoulder patch, name tag, badge and insignia of rank (if applicable).
- c. Trousers shall be worn with a belt and issued belt-worn equipment and supplies.
- d. The jacket shall have a dark blue Department shoulder patch, badge, name tag and insignia of rank (if applicable). The jacket shall be worn at the discretion of the employee.
- e. Department approved solid black leather type shoes/boots shall be worn with black socks. Sneakers shall not be allowed. Special shoes and/or socks, when job or medically required, may be substituted as authorized by the Department.
- f. Issuance of the hat shall be upon request and may be worn at the officer's discretion. The hat shall be worn with the brim squarely facing forward. A storm trooper cap shall be made available for an outside post during inclement weather.
- g. Any tee shirt worn as an undergarment, if visible, shall be white.
- h. All uniforms and allotments shall meet the specifications in Attachment A. Any insignia ornament or accessory other than provided for in this Directive shall be prohibited.
- i. Each facility shall provide coveralls for special assignments which require protective clothing.

- 3. Uniformed Support Personnel. Uniformed support personnel shall be authorized to wear long or short sleeve shirts without a necktie, and other attire in accordance with Attachment A. Special shoes, when medically required, may be substituted when authorized by the Unit Administrator.
- 4. Exchange. Uniform items, as per Attachment A, shall be exchanged on a one-for-one basis when an item is beyond repair or no longer fits. Name tags or belt equipment shall be replaced as required.
- 5. Honor Guard Uniform. Honor guard uniforms shall be issued in accordance with Attachment A and Administrative Directive 2.16, Honor Guard.
- 6. Correctional Emergency Response Team (CERT) Uniform. CERT uniforms shall be issued in accordance with Attachment A and Administrative Directive 7.4, Emergency Response Units.
- 7. Department Hearing Officer. Department Hearing Officer uniforms shall be issued in accordance with Attachment A.
- 8. Maternity Uniform. Maternity uniforms shall be provided, as appropriate, when requested by the employee.
- 9. Specialized Facility Uniforms. Any specialized uniform to be worn by staff at a facility shall require an exception from the Commissioner.

- 4. Personal Appearance. Personnel shall maintain a neat and clean appearance while on duty and/or in uniform.

- A. All Personnel. Department personnel shall be subject to the following personal appearance regarding hair.

All hair, to include facial hair, shall be clean, neat and trimmed. Neither color, cut nor style shall detract from the well groomed appearance of an employee. Hair shall not interfere with the normal wearing of authorized headgear, medical and safety/security equipment.

- B. NP-4 Bargaining Unit Hazardous Duty Personnel and Custody Supervisors.

1. Hair. Hair shall not cover more than one half of the ear, stand out more than one inch from the ear, extend to the eyebrows or be worn below the top of the collar. Hair which falls below the collar shall be tucked under or tied up.
2. Sideburns. Sideburns shall be neatly trimmed and not extend below the bottom of the ear. The base of the sideburn shall be a clean-shaven horizontal line. Sideburns shall be of uniform width from top to bottom with no flare at the base unless connected to a beard.
3. Moustaches. Moustaches shall be neatly trimmed. No portion of the moustache shall extend beyond the corners of the mouth by more than one half inch unless it is part of a beard.
4. Beards. Beards shall be trimmed and neat and shall not exceed three-quarters inch in bulk. Unless in the process of growing a beard or mustache, an employee shall be clean shaven.
5. Fingernails. Employees shall keep their fingernails neatly trimmed to quarter (1/4) inch. While in uniform, only clear solid color or two-tone color fingernail polish may be worn.
6. Jewelry. Employees shall be prohibited from wearing visible jewelry other than; a wedding ring or set; a non-obstructive ring; watch; and medical alert bracelet/necklace or an MIA bracelet.

5. Employee Identification. Each employee shall be issued a Department Identification Card which shall be carried while on duty.

- A. Content. The Identification Card shall include the following: (1) employee photo; (2) name; (3) title; (4) duty station; (5) date of issue; (6) employee signature; (7) employee number; and (8) authorizing signature of the Commissioner.

- B. Update. Each employee Identification Card shall be reissued at least every five (5) years with a current photo. No employee identification card shall be accepted beyond five (5) years from date of issue.

- C. Department Identification Card Return. Upon permanent separation from the Department or new issuance, the employee shall return the Department Identification Card.

6. Department Issued Badges. Employees classified under the Hazardous Duty Retirement Bill and Executive staff shall be issued and allowed to display badges while on duty or in an official capacity. Badges for

Executive and managerial staff shall be gold in color and include the title of the individual. Badges for all other authorized employees shall be silver in color and include the title of the individual. Uniformed staff shall wear the badge on the class A uniform shirt above the left pocket. Authorized support employees may wear the badge on their belt only.

7. Department Uniform, Property and Equipment Return. Upon permanent separation from the Department, an employee shall return any issued Department uniform, property and/or equipment, to include a weapon.
8. Transition. Upon the effective date of this Directive, there shall be a transition from single-issue to dual-issue uniforms. As such, uniformed custody personnel shall be required to remain in single-issue uniform, subject to previously issued allotments, until the conversion. Upon conversion, Facility Administrators shall allow a 30 day period to allow uniformed staff to comply. The transition from authorized accessories allowable under Attachment A to soft accessories for use on the Class B uniform shall be six (6) months from the effective date.
9. Exceptions. Any exception to the procedures in this Administrative Directive requires prior written approval from the Commissioner.

ATTACHMENT A  
Uniform Specification and Allotment

The number in parentheses next to the uniform item indicates the quantity of the item(s) to be allotted.

*CUSTODY UNIFORM*

1. Shirts Class A (2) The shirt shall be light blue for line staff and white for line supervisors. The shirt shall have flap pockets with an opening for a writing instrument, reinforced holes for badge, epaulets and reinforced area for a name tag.  
Class B (5) The shirt shall be navy blue, short sleeve, and BDU-style.
  2. Trousers Class A (1) Trousers shall be gray in color with blue and gold piping for supervisors and blue piping for officers.  
Class B (3) Trousers shall be navy blue and BDU-style.
  3. Hat (1) Navy blue cap with insignia. (1) Navy blue storm trooper cap as provided for in Section 3(B) (2) (f). Custody supervisors assigned to pre-service training at the Maloney Center for Training and Staff Development shall be issued one (1) gray campaign-style hat with gold tassels and reinforced hole for a pin which shall read, "DOC/MCTSD".
  4. Belt (1) Plain black leather belt, 1 ½" width with a silver colored buckle for line staff and a gold colored buckle for supervisors. A key safe will also be issued.
  5. Necktie Class A (2) Navy blue clip-on style.
  6. Tie Clasp Class A (1) One-half inch wide by 2" length plain bar tie clasp, silver colored for line staff and gold colored for supervisors.  
The tie clasp is to be worn mid-way between the top and bottom of the shirt pocket.
  7. Jacket (1) Navy blue police style uniform jacket. The jacket shall have zip-out lining, reinforced holes on the left side for a badge, zipper front and partial zip-up sides, detachable poly collar, two side pockets, and two pocket front pocket flaps with a gold button on each flap.
  8. Sweater Class B (3) Navy blue turtleneck sweater with D.O.C. embroidery.
- NOTE: Items one (1) through eight (8) may be in accordance with specifications of superseded Administrative Directives until existing inventory is exhausted.*
9. Universal Precaution Pouch (1) Black cordura pouch to be worn on the belt. A pair of disposable latex gloves and a CPR micro-shield shall be maintained in the pouch and shall be replaced after use.
  10. Department Shoulder Patch (1 per shirt and jacket) Circular, four inches in diameter, with gold embroidery, dark blue for a jacket and Class B shirt, light blue for a Class A shirt. The patch shall be worn 1" from the top of the left shoulder seam.
  11. Badge (1) The authorized Department badge shall be an eagle style badge. It shall be silver colored with blue shirts and gold colored with white shirts. The badge shall be worn above the left shirt/jacket pocket on the Class A shirt.
  12. Name Tag (2) The name tag shall be metal with black block lettering ½" x 3" and shall be worn directly above the right pocket on the Class A shirt or jacket. The name tag on the Class B shirt shall be embroidered. It shall be silver colored for blue shirts and gold colored for white shirts. It shall include the rank, which shall be spelled out, first

- initial and last name of the employee.
13. Insignia Denoting Rank (2 sets) One (1) set shall be for a Class A shirt and one (1) set shall be a larger set for the jacket. Insignias denoting rank on Class B shirts shall be soft. Insignias denoting rank shall be as follows:
- A. Major. A gold oak leaf shall be positioned on each side of the collar with the base pointing down.
  - B. Captain. Double gold bars shall be positioned on each side of the collar, parallel with the front edge of the collar.
  - C. Lieutenant. A single gold bar shall be positioned on each side of the collar, parallel with the front edge of the collar.
  - D. Uniformed Correctional Treatment Officer. The silver initials CTO shall be positioned on and parallel with the front edge of the collar.
  - E. Uniformed Training Officer. The gold initials TO shall be positioned on the parallel with the front edge of the collar.
  - F. Department Hearing Officer. The gold initials DHO shall be positioned on each side of the shirt collar, parallel with the front edge of the collar.
14. Shoes Staff shall be issued one voucher per year for the purchase of black shoes or black military type boots and socks from a Department approved vendor. Employees may buy second pair of shoes at the State rate.
15. Placement of Authorized Optional Accessories on the Class A Uniform.
- A. American flag and/or P.O.W./M.I.A. pin may be worn on shirt centered directly under badge, with the base of the pin lined even with the top left pocket seam.
  - B. Ribbon of valor/ribbon of distinction may be worn on shirt centered above the name tag. When multiple ribbons are worn they shall be placed one above the other.
  - C. Accreditation pin may be worn on shirt centered directly above ribbon of valor/ribbon of distinction or above name tag.
  - D. Accreditation patch may be worn on the right shoulder 1" from the top of the jacket.
  - E. Honor Guard pin may only be worn by a present or past Honor Guard Member on the shirt centered directly over the ribbon of valor/ribbon of distinction or above name tag.
  - G. K-9 shoulder patch may only be worn by an active K-9 member on the right shoulder 1" from the top of the right shoulder seam or  $\frac{1}{2}$ " below any other patch.
  - H. Facility identification initial pin may be worn on the shirt centered directly over the ribbon of valor/ ribbon of distinction or above the name tag or may be worn on the collar.
  - I.  $\frac{1}{2}$ " x 3" gold colored hash marks may be worn on the left jacket sleeve. One hash mark for each five years of service.
  - J. A union pin shall be allowed for all union members.
  - K. A Correctional Emergency Response Team (CERT) pin may be worn by a current CERT member or a past member who resigned from CERT in good standing.
  - L. A K-9 handler pin may be worn by a current K-9 handler or a past K-9 handler who resigned in good standing.
  - M. The placement of authorized optional accessories on the Class B uniform shall be soft.

- N. No other uniform accessories shall be allowed unless authorized by the Commissioner.
16. Foul weather gear shall be provided as necessary.
17. Handcuffs, body alarms, keys, flashlights, category I chemical agents, radios and appropriate holders may be issued and worn on the belt as necessary.

*CORRECTIONAL MAINTENANCE, INDUSTRIES, WAREHOUSE and COMMISSARY*

1. Shirt (7) A total of seven (7) long and/or short sleeve shirts shall be gray.
2. Trousers (5) Trousers shall be gray.
3. Belt (1) Plain belt shall be black leather 1 ½" wide with silver colored buckle.
4. Department Shoulder Patch (1 per shirt) Round dark blue with gold embroidering to be worn 1" from the top of the left shoulder seam.
5. Name Tag Navy blue with white lettering ½" x 3" to be centered directly above right shirt pocket. It shall include the title, first initial and last name of the employee.
6. Jacket (1) One waist length navy blue jacket with zip-in liner and dark blue shoulder patch.
7. Universal Precaution Pouch (1) Black cordura pouch to be worn on the belt. A pair of disposable latex gloves and a CPR micro-shield shall be maintained in the pouch and shall be replaced after use.
8. Hat (1) A navy blue cap with insignia. A navy blue storm trooper cap as provided for in Section 3(B) (2) (f).
9. Badge (1) The authorized Department badge shall be an eagle style badge silver colored.
10. Foul Weather Gear Foul weather gear shall be provided as necessary.
11. Belt (1) Plain black leather belt, 1 ½" width with a silver colored buckle for line staff and a gold colored buckle for supervisors. A key safe will also be issued.
12. Shoes Staff shall be issued one voucher per year for the purchase of black shoes or black military type boots and socks from a Department approved vendor. Employees may buy second pair of shoes at the State rate.

*CORRECTIONAL FOOD SERVICE*

1. Shirt (7) Long and/or short sleeve shirts shall be white. The shirt shall have flap pockets with an opening for a writing instrument, reinforced holes for badge, epaulets and reinforced area for a name tag.
2. Trousers (5) Trousers shall be issued.
3. Belt (1) Belts shall be black leather 1 ½" in width with a silver colored buckle.
4. Hat (1) A navy blue cap with insignia. A navy blue storm trooper cap as provided for in Section 3(B) (2) (f).
5. Jacket (1) One waist length navy blue jacket with zip in liner and dark blue shoulder patch.
6. Department Shoulder Patch (1 per shirt) Dark blue with gold embroidering to be worn 1" from the top of the left shoulder seam.
7. Name Tag Navy blue with white lettering ½" x 3" to be centered directly above right shirt pocket. It shall include the title, first initial and last name of the employee.
8. Universal Precaution Pouch (1) Black cordura pouch to be worn on the

- belt. A pair of disposable latex gloves and a CPR micro-shield shall be maintained in the pouch and shall be replaced after use.
9. Badge (1) The authorized Department badge shall be an eagle style badge silver colored.
  10. Foul Weather Gear Foul weather gear shall be provided as necessary.
  11. Belt (1) Plain black leather belt, 1 ½" width with a silver colored buckle for line staff and a gold colored buckle for supervisors. A key safe will also be issued.
  12. Shoes Staff shall be issued one voucher per year for the purchase of black shoes or black military type boots and socks from a Department approved vendor. Employees may buy second pair of shoes at the State rate.

#### *HONOR GUARD*

1. Long Sleeve Shirt (2) White long sleeve shirts shall include Velcro flap pockets, reinforced holes for a badge, epaulets and a reinforced area for a name tag.
2. Trousers (1) Trousers shall be gray with blue and gold piping.
3. Belt (1) Belt shall be black patent leather 1 ½" wide with a gold colored buckle.
4. Shoes (1 pair) Black patent leather.
5. Hat A gray State Police style with gold colored tassels and two holes in the front for placement of a hat badge.
6. Department Shoulder Patch (1 per shirt) A light blue patch with gold colored embroidery to be worn 1" from the top of the left shoulder seam. (1 per coat) A gray patch with gold colored embroidery.
7. Name Tag A gold colored metal tag ½" x 3" with black engraving to include rank, first initial and last name. It shall be centered above the right pocket flap seam.
8. Badge (1) The badge shall be an eagle style badge. It shall be gold colored and contain the words "Honor Guard" and shall be placed over the left shirt pocket in the holes provided.
9. Braided Rope The braided rope shall be gold colored with both ends attached to the right epaulet with the rope falling underneath the right arm.
10. Ascot Blue
11. Gloves White
12. Honor Guard Pin The Honor Guard pin shall be worn on the left shirt collar.
13. Insignia Denoting Rank (if applicable) The insignia denoting rank shall be in accordance with the Custody Uniform Section, #13, Attachment A of this Directive with the exception that no insignia of rank shall be placed on the left collar.
14. Ribbon of Valor/Ribbon of Distinction The ribbon of valor/ribbon of distinction may be worn directly above the name tag. If multiple ribbons are worn they shall be placed one above the other.
15. Hat Badge (1) The hat badge shall be the authorized Department style gold colored badge with the exception that it shall be a smaller version with two screw-on attachments.
16. Winter Coat for Honor Guard Dress Waist length, gray trooper style jacket with shoulder patch.

#### *CORRECTIONAL EMERGENCY RESPONSE TEAMS*



1. Jumpsuit The jumpsuit shall be black with a zipper front and belt loops.
2. Riot Helmet The riot helmet shall be black with a clear visor.
3. Boots The boots shall be military style, black with black laces.
4. Belt A black 1 ½" in width black web belt to include a silver belt buckle.
5. Department Shoulder Patch Dark blue with gold embroidery to be worn 1" from the top of the left shoulder seam.
6. Statewide CERT Patch Black with gold embroidery to be worn 1" from the top of the right shoulder seam.

#### *HEALTH SERVICES*

In conjunction with the University of Connecticut Health Services, direct hands-on care Health Services personnel shall be provided scrubs and laboratory coats as appropriate. All direct care Health Services personnel shall be required to wear a name tag.

1. Scrubs The scrubs shall be navy blue with round neck.
2. Laboratory Coats The laboratory coats shall be white short or long sleeve.
3. Department Shoulder Patch (1 per laboratory coat) A navy blue patch with gold embroidery to be worn 1" from the top of the left shoulder seam.
4. Name Tag Navy blue with white lettering ½" x 3" to be centered directly above right shirt pocket. It shall include the title, first initial and last name of the employee.
5. Foul Weather Gear Foul weather gear shall be available as necessary.
6. Badge (1) The authorized Department badge shall be an eagle style badge silver colored.